

## **Section Overview**

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**Introduction**      The objective of this section is to provide general information related to starting, stopping or changing allotments and bonds on active duty members and those reservists on Extended Active Duty.

**In this Section**      The following topics will be discussed in this section:

<b>Topic</b>	<b>See Page</b>
Rules	20-A-2
References	20-A-2
Types of Allotments	20-A-3
Fast Path ID and Data Entry	20-A-4

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## General Allotment Information

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### Rules

PERSRUs are authorized to start, stop or change allotments and bonds as outlined in Chapter 7 of the CG Pay Manual. The following general rules apply:

- Individual allotments to type “H1”, “I1”, “L1”, “O1”, “S1”, or “D1” are no longer allowed. All allotments must be sent by EFT or blanket payment (if there is a blanket code set up for that company).
- Allotment starts and changes must process in PMIS/JUMPS prior to mid-month compute; e.g., an allotment start effective 1 March 1998 must process in PMIS/JUMPS prior to mid-month March 1998 compute cycle cut-off. Cycle cut-offs are published via e-mail ALPERSRU twice a year and reflected on the SDA II sign-on screen. Mid-month cut-offs generally fall around the 3<sup>rd</sup> of each month.
- Allotment stops must process in PMIS/JUMPS prior to the end-month compute of the following month; e.g., an allotment stop effective 30 April 1998 must process in PMIS/JUMPS prior to the May 1998 end-month compute cycle cut-off. End-month cut-offs generally fall around the 20<sup>th</sup> of each month.
- Allotment Starts, Stops, or Changes must not be submitted to PMIS/JUMPS more than two months in advance of desired action.
- Member must have enough projected pay to cover allotment amount. Consideration must be given when limited projected pay exists and member desires to stop an existing allotment in order to start another one.
- Member must not be liquidating advance pay and allowances.

### References

Pay Manual, COMDTINST M7220.29 (series)  
Personnel and Pay Procedures Manual, HRSICINST M1000.2A

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*Continued on next page*

**Section A**  
**GENERAL ALLOTMENT INFORMATION**

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## General Allotment Information, Continued

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**Types of Allotments** All allotments fall into two general categories, Discretionary and Nondiscretionary. There are many different types of allotments within each category as outlined in the following tables:

### Discretionary Allotments

Purpose Code(s)	Description
D1,D2, D3	Payment for support of dependent(s)
H1,H2, H3	Payment of home loan, mortgage, or rent.
I1,I2, I3	Payment of premium for commercial insurance such as life, health, dental, vehicle, etc.
L1,L2, L3	Payment to a financial institution for an automobile loan, home improvement loan, etc.
M2, M3	Navy Mutual Aid insurance.
O1,O2, O3	Payment to any individual, vendor, or financial institution for any legal purpose not covered by any other code.
S2	Deposits to a financial institution, mutual fund company, or investment firm for the personal or joint account of the member.
X2	Payment of dues to a Coast Guard Association.

### Non-discretionary Allotments

Purpose Code(s)	Description
B1	Purchase of U.S. Savings Bonds – Series EE
G1	Purchase of U.S. Savings Bonds – Series I
C2	Charitable contributions to the Combined Federal Campaign (CFC).
E1	Payment to the Veteran’s Educational Assistance Program (VEAP).
F1	Payment to the Montgomery GI Bill (MGIB) Program.
L1,L2, L3	Payment of loans to CG Mutual Assistance or Morale Funds, Armed Forces Relief Societies, and the American Red Cross.
T1	Payment of indebtedness to the United States Government or a court appointed trustee under Chapter XIII of the bankruptcy act. T allotments are done at HRSIC only.

**Notes:**

- Purpose codes D3, H3, I3, L3, M3 and O3 are Electronic Fund Transfer (EFT) allotments and are reflected in PMIS/JUMPS as D2, H2, I2, L2, M2 and O2.
- Individual allotments to type “H1”, “I1”, “L1”, “O1”, “S1”, or “D1” are no longer allowed. All allotments must be sent by EFT or blanket payment (if there is a blanket code set up for that company).

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**Section A**  
**GENERAL ALLOTMENT INFORMATION**

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## General Allotment Information, Continued

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**Fast Path ID  
and Data  
Entry**

Enter “mipaalot” for Fast Path ID or press “AJAA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen should display:

Start, Stop, Change Allotments or Bonds (Screen 1 of 1)						
060-00-0005			SA DALLAS, STEVE			
Alt	Alt	Alt	Monthly	Account Number/Bond	Effective	Tran
<u>Num</u>	<u>Type</u>	<u>Action</u>	<u>Ded Amt</u>	<u>Owner/ Allotment Num</u>	<u>Date</u>	<u>Stat</u>
002	X2	CURRENT	0005.00	005720158		
001	C2	CURRENT	0002.00	005720158		

The following is a list of fields on Screen 1 of 1 with their description:

Field	Description
Alt Num	Allotment number assigned by PMIS/JUMPS as reflected in the applicable segment and on member’s LES. This field is not accessible and will be blank until the first download following successful processing in PMIS/JUMPS.
Alt Type	Allotment purpose code.
Alt Action	Indicates status of transaction. Either Start, Stop or Current. <ul style="list-style-type: none"><li>• Starts will change to Current during first download following successful processing in PMIS/JUMPS.</li><li>• Stops will disappear during first download following successful processing in PMIS/JUMPS.</li><li>• Current should reflect all allotments currently running as listed in PMIS/JUMPS.</li></ul>
Monthly Ded Amt	Amount deducted monthly.
Account Number/Bond Owner/ Allotment Num	Self-explanatory.
Effective Date	Effective date of Start or Stop actions.
Tran Stat	Transaction status. Will either be “I” for incomplete, “C” for complete, “A” for approved or “T” for transmitted.

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## General Allotment Information, Continued

**Fast Path ID  
and Data  
Entry,  
Continued**

The following table is provided, as a general overview, to assist users in starting, changing or stopping allotments or bonds. Detailed instructions, for each type of allotment, are contained in this chapter.

From the Start, Stop, Change Allotments or Bonds (Screen 1 of 1):

To	Then Do This
Start Allotments or Bonds (except Education and Indebtedness)	Press <F3> to insert. You will then be prompted to enter an allotment type (or purpose code). If you know the allotment type, you may enter it, otherwise press <F2> for a list of valid types. To select a type from the help wheel, use the up or down cursor keys, by highlighting the desired type and pressing <GO> or <F1>. You must then press <TAB> or <RETURN> to proceed to the Alt Action field. Enter "Start" and press <GO> or <F1>. Refer to the applicable section of this chapter for detailed instructions by type of allotment.
Stop Allotments or Bonds (except Education and Indebtedness)	You may only stop an allotment that has an Alt Action of "Current". Highlight the current allotment you wish to stop and press <GO> or <F1>. Refer to the applicable section of this chapter for detailed instructions by type of allotment.
Change Allotments (Except Education and Indebtedness)	You may only change an allotment that has an Alt Action of "Current". Highlight the current allotment you wish to change and press <GO> or <F1>. Refer to the applicable section of this chapter for detailed instructions by type of allotment.
Start, Stop or Change Veterans Education Assistance Program (VEAP) Allotments	Completed by HRSIC (MAS) upon request from PERSRU.
Start, Stop or Change Indebtedness Allotments	Completed by HRSIC (DC) upon request from PERSRU.
Start or Stop Montgomery GI Bill Allotments	Completed by TRACEN Cape May, RESTRACEN Yorktown or NOAA from the Montgomery GI Bill Allotments transaction in the Member Initiated Pay Actions Menu.
Stop all Allotments	Press <F3> to insert. Enter "SA" in the Alt Type field. Press <TAB> or <RETURN> and enter "StopAll" in the Alt Action field. Then press <GO> or <F1>. You will then be prompted to enter an effective date and last deduction date. See the Stop All section in this chapter for detailed instructions.